



DUBLIN
CITY SCHOOLS

**Preschool
Student Handbook
2026–2027**

**Dublin City School District
Preschool Student Handbook**

2026-2027 School Year Calendar

Board Approved on June 8, 2026

August 2026

17-19: Work / Professional Development days for staff
20: First day for K-12 students
20-21: Kindergarten phase-in days
26: First Day for Preschool

September 2026

7: No School, Labor Day

October 2026

15: End of the 1st nine weeks
16: No School, Flex Work Day / Professional Development Day

November 2026

3: No School, Work Day / Waiver Day
13: End of the 1st Trimester (MS)
25: No School, Teacher Conference Comp Day
26-27: No School, Thanksgiving Break

December 2026

18: End of the 1st semester
21-31: No School, Winter Break

January 2027

1: No School, Winter Break
4: No School, Work Day
18: No School, MLK Day

February 2027

12: No School, Professional Development Day
15: No School, Presidents' Day
26: End of the 2nd Trimester (MS)

March 2027

12: End of the 3rd nine weeks
29-31: No School, Spring Break

April 2027

1-2: No School, Spring Break
23: No School, Teacher Conference Comp Day

May 2027

21: Last day for Seniors
23: Graduation
27: Last day for Preschool
28: Last day for students (K-11, A.M. only)
28: End of the 2nd semester
28: End of the 3rd Trimester (MS)
28: Last day for staff

Notes:

1st Quarter: 40 days
2nd Quarter: 42 days (including Nov 5 Waiver day)
3rd Quarter: 46 days
4th Quarter: 49 days

1st Trimester: 60 days
2nd Trimester: 58 days
3rd Trimester: 59 days

**Dublin City School District
Preschool Student Handbook**

Table of Contents

Click on any title in the contents to go to that item

	Page
Preschool Administration.....	5
Enrollment.....	5
Board of Education.....	6
Administrative Team – Executive Cabinet and Directors.....	6
Welcome.....	7
Section I: Preschool Operations and Procedures.....	8
The School Day.....	8
School Hours.....	8
Personal Property at School.....	8
Dress Suggestions.....	8
Dress for the Weather.....	8
Attendance.....	9
Student Dismissal.....	10
Religious Expression Days.....	10
Vacations.....	10
Long Term Absences.....	10
Withdrawal Procedure.....	11
School Closing.....	11
Student Wellness.....	11
Personal Communication Devices.....	11
Forms.....	11
School Safety.....	11
Emergency Early Dismissal & Parent Notification System.....	11
Where to Find Updates.....	12
Visitors.....	12
Volunteers.....	12
Emergency Procedures and Drills.....	12
Academics.....	13
Standards-Based Grading System.....	13
Reporting Student Progress.....	13
Preparing Your Student for Success.....	13
Section II: Student Code of Conduct.....	14
Disciplinary Procedures.....	14
Search and Seizure.....	14
Discipline of Students with Disabilities.....	14
Safety Guidelines for Riding Dublin City Schools Buses.....	14
Section III: Student Services.....	16
Student & Parent Rights.....	16
Student Rights and Responsibilities.....	16

Dublin City School District Preschool Student Handbook

Equal Education Opportunity.....	16
Annual Notifications to Parents on the DCS Website.....	16
Homeless Students.....	16
Student Services.....	16
Multi-Tiered Systems of Support (MTSS).....	17
Child Find.....	17
Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504/ADA.....	17
Complaints Relating to Section 504.....	18
Gifted Education and Services.....	19
Student Health.....	19
Clinic.....	19
Medication Procedures.....	19
Medical Authorization & Health Concerns.....	19
Required Health Documents.....	20
Bloodborne Pathogens.....	20
Healthchek Services for Children Younger than Age 21.....	21
Section IV: District Board Policies.....	22
Attendance.....	22
Bullying and Other Forms of Aggressive Behavior.....	22
Control of Casual-Contact Communicable Diseases.....	22
District-Sponsored Clubs and Activities.....	22
Drug Prevention.....	22
Interscholastic Athletics.....	22
Multicultural/Inclusionary Education.....	22
Personal Communication Devices & Electronic Equipment.....	22
Promotion, Placement, and Retentions.....	22
Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology.....	22
Public Complaints.....	22
Removal, Suspension, Expulsion, and Permanent Exclusion of Students & Permanent Exclusion of Nondisabled Students.....	22
Section 504/ADA Parents' Procedural Rights, Including Due Process Hearing.....	22
Student Academic Eligibility in Athletics and Extracurricular Activities.....	22
Student Privacy and Parental Access to Information.....	22
Student Records (including Privacy Notification (FERPA)).....	22
Student Technology Acceptable Use and Safety.....	22
Tobacco Use Prevention.....	22
Use of Medications (including Prescription Medication).....	22
Video Surveillance and Electronic Monitoring.....	22
Weapons.....	22

**Dublin City School District
Preschool Student Handbook**

Preschool Administration

Dublin City Schools Preschool

7030 Coffman Road

Dublin, Ohio 43017

Main: (614) 761-5880

Fax: (614) 718-8956

Principal: Mrs. Vanesa Ohlinger

Administrative Secretary: Heather Krumpak

For decades, the Preschool has been serving the Dublin community in meaningful ways with the goal to help our students arrive at kindergarten with the skills for success.

All school districts are required to provide services for students with disabilities who are three to five years of age. Children with special needs are served through a continuum of program options in the least restrictive environment appropriate for the child. Specialized instruction and intervention services are provided for each child in accordance with a team-developed Individualized Education Program (IEP). Related services include but are not limited to speech and language therapy, occupational therapy, physical therapy, behavior services, and transportation. Itinerant services in an early childhood education setting, childcare, or other setting are provided when appropriate.

Eligibility for Special Education Preschool Services requires that children:

- Are three to five years of age and not yet compulsory school age
- Demonstrate a disability or exhibit a significant developmental delay
- Demonstrate an educational need that requires specially designed instruction

Students with special needs demonstrate documented deficits in one or more of the following areas: communication, motor, social-emotional/behavioral functioning, cognitive, adaptive behavior, hearing, or vision as determined by a multidisciplinary team through a multi-factored evaluation.

Many of our placement options for students with special needs include peer role models. Children with special needs learn through observing and interacting with peer models. Peer models provide age-appropriate examples of social, behavioral, play, speech/language, and motor skills.

If you have concerns for your child's development and would like to learn about our screening process, please contact the Special Education Secretary at **(614) 760-4355**.

Enrollment

Steps to Enroll a Preschool Student with a Developmental Concern or Existing IEP

- If you suspect your child has a delay/disability:
 - Contact the Preschool Special Education Secretary at **(614)760-4355**.
 - DO NOT continue with the enrollment steps until you contact the Preschool.
- You will be provided with information that:
 - specifically addresses your concerns
 - explains the process and steps for registration
 - verifies residence within district boundaries and ensures you are the student's legal guardian(s).
This step does not imply that your child will attend our preschool program.
- If your child has been identified as a preschooler with a delay/disability and has an existing IEP:
 - FIRST, contact the Preschool Special Education Secretary at **(614)760-4355**.
 - DO NOT enroll with the district.

**Dublin City School District
Preschool Student Handbook**

Board of Education	
Mrs. Amy Messick	President
Mrs. Tiffany deSilva	Vice President
Mrs. Elizabeth McClain	
Mrs. Tara Seward	
Mr. Christopher Valentine	

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times, and locations of the regular meetings of the Board of Education are set at the organizational meeting in January. See the District's website, www.dublinschools.net for dates, times, and locations of board meetings. All community members are invited to attend.

Administrative Team – Executive Cabinet and Directors	
EXECUTIVE CABINET	
Dr. Jennifer Schwanke	Superintendent
Mr. Brian Kern	Treasurer
Mrs. Samantha Althouse	Deputy Superintendent
Mr. Bryan Buoni	Executive Director of Human Resources
Mrs. Lori Marple	Executive Director of Teaching and Learning
Mr. Chris Ondrus	Executive Director of Student Services
Ms. Kelly Ramm	Executive Director of Technology and Information
Mr. Jeff Stark	Chief Operating Officer
DIRECTORS	
Dr. Peter Kurty	Director of English Learners
Mr. Joshua Page	Director of PK-5 School Leadership
Mr. Matthew Parrill	Director of Secondary School Leadership
Mr. Tyler Wolfe	Director of Student Wellness

Administrative Building 5175 Emerald Parkway Dublin, Ohio Ph: (614) 764-5913 Fax: (614) 761-5899	Transportation Garage 6371 Shier-Rings Road Dublin, OH 43016 (614) 764-5926 Coordinator of Transportation: Mr. Brian Killian
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Dublin City School District Preschool Student Handbook



Welcome

Welcome to Dublin City Schools! This handbook was written to help you understand the procedures and programs at your school. Please read it together and discuss. If you have any questions, please talk with your teacher or principal. We wish you a most successful school year.

Mission

The Dublin City School District develops educator, family, and community partnerships to provide a personalized educational experience to prepare all students for success during their school journey and after graduation.

Vision

The Dublin City School District will ensure that every student is prepared for success.

Culture and Values

We know that culture is not built by what we proclaim, but is built by what we practice, permit, and promote. When it comes to the culture in Dublin City Schools, everything matters; when we build our culture, everyone has an impact.

A major focus for Dublin City Schools is culture. Our intentional focus on building a successful culture is critical as we work through the strategic planning process and master facility work. We know that culture is not built by what we proclaim, but is built by what we practice, permit, and promote. When it comes to the culture in Dublin City Schools, everything matters; when we build our culture, everyone has an impact. You can view our Culture Playbook [here](#).

**Dublin City School District
Preschool Student Handbook**

Section I: Preschool Operations and Procedures

The School Day **School Hours**

Morning Preschool Hours

Wave 1 AM Preschool Drop Off (Students with Disabilities)	8:45am
Wave 2 AM Preschool Drop Off (Peers)	9:00am
Wave 1 AM Preschool Pick Up (Students with Disabilities)	11:15am
Wave 2 AM Pick Up (peers)	11:30am

Afternoon Preschool Hours

Wave 1 AM Preschool Drop Off (Students with Disabilities)	12:45pm
Wave 2 AM Preschool Drop Off (Peers)	1:00pm
Wave 1 AM Preschool Pick Up (Students with Disabilities)	3:15pm
Wave 2 AM Pick Up (peers)	3:30pm

Please note we cannot accommodate late pick-ups or late arrivals due to staff coverage.

Personal Property at School

At times, a student may bring personal property to school to share with friends or to use in the classroom. The Board assumes no responsibility for any personal property brought to school. Each school has a Lost and Found that students and parents should check for any lost items. Unclaimed items are given to charity on a regular basis.

Parents are encouraged to clearly mark their children's coats, rainwear, sweaters, hats, gloves, boots, lunch boxes, backpacks, and other personal items so they can be easily identified and returned if they are, in fact, misplaced.

Dress Suggestions

Clothing should be comfortable, clean, and appropriate for the weather. It is helpful if the children wear clothes they can manage on their own. Our classrooms are relaxed, creative, and active. Play clothes that are washable are most appropriate. Our building is air-conditioned, and we go outdoors almost every day; therefore, jackets, sweatshirts, or sweaters are needed.

All personal items and clothing must be labeled with the student's name and kept in backpacks during the school day.

Dress for the Weather

It is very important that students are dressed appropriately for the weather. During the winter months, we do our best to continue with outdoor recess, but it is important that students come with the appropriate hats, coats, and gloves.

There are times we must have lunch/recess indoors. The following guidelines help us determine if lunch/recess will be indoors or outdoors (all temperatures include the wind chill effect):

- 20 degrees or below – all lunch/recess will be indoors.
- 21 degrees and warmer – all recess will be outdoors.

Dublin City School District Preschool Student Handbook

- During periods of excessive heat, outdoor recess schedules may be adjusted or moved indoors. This decision will be made based on heat index guidelines, taking into consideration factors such as air temperature, humidity, and direct sunlight.

Attendance

Attendance and engagement are key to success in school. Students who attend school regularly have a greater opportunity to develop well academically and socially. Research shows that Ohio students who attend school regularly are much more likely to read and perform on grade level and graduate on time.

Compulsory school age: A child between 6 and 18 years of age is "of compulsory school age" and must attend school each day. A child under 6 years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age."

Chronic Absence: Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Habitual Truancy: Any student who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, unless the student's district or school determines the student and student's family are making satisfactory progress in improving the student's attendance at school. However, if the student and the student's family cease to continue making progress in improving the student's attendance, a complaint in the juvenile court shall be filed.

Excused Absence: The Board acknowledges there are times when a student simply cannot be at school. The Board considers the following factors to be reasonable excuses for time missed at school:

1. Illness of the child, which may require a written physician's statement
2. Illness in the family necessitating the presence of the child
3. Quarantine in the home up to 3 school days
4. Death in the family
5. Appointment with a health care provider
6. Religious Expression Days (up to 3 school days)
7. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status
8. Absences due to a student experiencing homelessness
9. Out-of-state travel to participate in District-approved enrichment or extracurricular activities
10. Take your child to work day
11. College visitation
12. Attendance at a driver's education course (Two hours on no more than four days)
13. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school

The parent, legal guardian, or custodian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy.

Multi-Tiered Systems of Support and Parent Notification

An integrated multi-tiered system of support that is inclusive of universal prevention and early intervention before students become chronically absent. A continuum of support will be in place with different types of evidence-informed instruction and interventions to meet the diverse needs of students and address the range of barriers that prevent students from participating and engaging in learning. More intensive support is provided for students with greater numbers of absences, along with resources to help students and their families address the root causes of the absences. The district shall have teams work with students at risk of becoming chronically absent and their families to improve the students' attendance at school.

- Absence Intervention Teams will work with any student at risk of becoming chronically absent to provide support.

Dublin City School District Preschool Student Handbook

- Parents will receive a notification when a student has missed 5% of the total school year hours (approximately 50 hours of the school year). This notification is not a punishment but a proactive measure to prevent the student from falling into the "Chronically Absent" category.
- Court complaints are only filed if the student makes no progress or stops making progress after an intervention has started. The school will not file a complaint in juvenile court if they determine the student and family are making "satisfactory progress" toward improving attendance.

Student Dismissal

The preferred method of notifying the school of an early dismissal is through the Campus Parent App or the parent/guardian portal in [Infinite Campus](#). The second preferred method is email. Parents/guardians must come into the school office to sign out their student before the student leaves the building or school property. Parents/guardians must sign in their students when returning to school.

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief systems or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm that they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression. For more information, please visit the district's website page, [Religious Expressions Days](#).

Vacations

Students are permitted to go on vacation during the school year without academic penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family.

- A. Whenever a proposed absence for vacation is requested, parents must discuss it with the principal or his/her designee. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
- B. The student may be given approximate assignments and materials and pages to be completed.
- C. The time missed will be counted as an unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed. If lengthy, time missed may cause the student to become "Habitually Truant."

Long Term Absences

The Dublin Board of Education recognizes that in exceptional circumstances, a student may need to be absent from school for an extended period of time. However, a long-term absence can have a significant impact on your student's education.

If parents/guardians plan to remove students from school for travel purposes or visitation for extended periods, they must complete a [Pre-Arranged Absence Form](#) (5200 F1), which is available on the DCS website or from the school office. The Pre-Arranged Absence Form should be submitted to the office at least five (5) school days prior to the expected absence.

Dublin City School District Preschool Student Handbook

If you wish to avoid your student being considered habitually truant, you should plan to withdraw your student and re-enroll with Dublin City Schools when you return.

Withdrawal Procedure

At least three days prior to withdrawal, a withdrawal form must be picked up in the main office. This form must be presented to each teacher and all textbooks, library books, Chromebook and other materials must be turned in. After this form has been completed, it must be returned to the main office in order to allow cumulative records to be forwarded to the new school.

School Closing

If the school is closed because of inclement weather or an emergency, the closing will be announced on local television stations, on social media and posted on the district's website, www.dublinschools.net. Do not call school employees, the elementary school, or the central office to inquire about school closings. If you are signed up for the Parent Notification System (as outlined above), you will be notified of any school closing.

Student Wellness

Dublin elementary schools take an active role in promoting, supporting, and modeling healthy eating habits for our students.

- **Birthdays & Special Events:** Each school has committed to non-edible treats for birthdays or special events specific to individual students or classes of students. This means that students ***will not*** bring in food items for birthday treats or to celebrate events such as moving, etc. Instead, each school can help identify how to celebrate special events in ways that do not involve edible treats.
- **School-wide Celebrations:** Each school will continue to promote healthy eating as well by providing nutritional snack options such as fruits and vegetables for school-wide celebrations. Schools will limit sweet treats for school-wide events to one item per student.

Children embrace being recognized by their peers and teachers for special occasions. We invite the Dublin school community to join us in our efforts to promote healthy and nutritious habits in our students.

Personal Communication Devices

Cell phones may be brought to school, but must remain turned off and stored in the student's locker or backpack while on school property. Visit the Personal Communication Devices district policy for more information.

Forms

Many forms routinely completed by parents prior to the start of school, or during the first few days of the school year, are on the district website, [Families/Forms](#). Please contact the school of attendance if you have any questions.

School Safety

Student safety is the utmost priority for Dublin City Schools. The following procedures are in place to ensure student safety and effective, efficient communication to parents in the case of an emergency.

Emergency Early Dismissal & Parent Notification System

Parents are encouraged to discuss a plan with their child in case of an emergency early dismissal. Emergency early dismissals will be communicated through the Parent Notification System.

The district uses a broadcast messaging system (phone, email, text) to communicate with families. Parents should update their contact information via the [Infinite Campus](#) portal.

In an emergency, the district's first priority is to contact first responders and secure the schools. While the district aims to communicate quickly, broadcast messages are generally not sent for routine events like medical incidents, drills, or non-threatening situations. Note that the presence of first responders often indicates training or routine visits, not necessarily an emergency.

Dublin City School District Preschool Student Handbook

For large or dynamic incidents, the district will defer to the Dublin Police Department for public communication and will share the department's messaging.

Where to Find Updates

You can get emergency updates and other information via these channels:

- **Social Media:**
 - Dublin Police on Twitter: **@DublinPolice**
 - Dublin City Schools on Facebook, Instagram, and Twitter: **@DublinSchools**
- **Websites:**
 - DublinSchools.net
 - DublinOhioUSA.gov/
 - DublinOhioUSA.gov/Dublin-Police/

Visitors

Visitors must enter through the school's main doors and sign in at the main office to receive a visitor or volunteer badge. Anyone without a badge will be directed back to the office. Parents should schedule appointments in advance to meet with staff, and students may not bring guests to school without prior approval from the principal.

Volunteers

The Board of Education uses volunteers to enhance programs and activities by leveraging their specialized knowledge and skills.

The Superintendent or designee manages the volunteer program, including recruiting, reviewing capabilities, and placement. They are not required to use volunteers whose skills do not match the District's needs.

Each volunteer must be informed that they:

- Must follow all Board policies and guidelines, particularly maintaining the confidentiality of all student personal information.
- Are covered by the District's liability policy, but are not provided health insurance or eligible for workers' compensation for illness or injury sustained while volunteering.
- Will be required to sign a waiver releasing the District from obligation for any illness or injury.
- Cannot accept compensation from any third party (including booster clubs or parent organizations) for their official volunteer duties.

Emergency Procedures and Drills

Each Dublin City School has thorough plans in place in the event of an emergency. These plans are filed with local and state emergency and government offices annually, and school officials conduct periodic safety drills to ensure students and staff are knowledgeable of emergency practices.

Fire: The DCS Preschool complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed during a fire drill will be provided and practiced by students with their teachers, who will be responsible for the safe, prompt and orderly evacuation of the building.

Tornado: Tornado drills will be conducted during the tornado season using the procedures prescribed by the state of Ohio.

Safety: School safety drills will take place at intervals throughout the year. Staff provide students with strategies to utilize in the event there is an unsafe situation or individual in the school setting. As is any other emergency, students, staff, and guests will be expected to follow the directions of the school officials.

**Dublin City School District
Preschool Student Handbook**

Academics

Standards-Based Grading System

Dublin City Schools is focused on preparing our students for success. At the Preschool level, this includes using a standards-based progress report to provide students and parents with specific and actionable feedback.

Reporting Student Progress

Student academic progress will be reported to parents on a consistent interval throughout the year. Parent conferences and progress reports will serve to keep parents informed of pupil progress as well. Parents are urged to contact their child's teacher if concerns arise.

Parent-teacher conferences are scheduled twice each year to provide the staff with time to meet with parents after school and in the evening. Please contact your principal or teacher to arrange conferences.

Preparing Your Student for Success

A positive, supportive home environment is essential for a child's success at school. The Preschool experience is a team effort requiring cooperation among teachers, students, and parents.

You can help your child succeed by focusing on their daily needs and conduct:

- Provide good nutrition with a nourishing breakfast and lunch to maximize their school day.
- Ensure your child arrives on time in weather-appropriate clothing.
- Teach your child to follow the behavior expectations of all teachers and staff (including secretaries, custodians, and aides) who are responsible for their safety.
- Talk with your child about the Golden Rule—treating others as they wish to be treated (avoiding name-calling or arguing).
- Review the information in this handbook with your child so they understand school expectations.
- Praise your child for their good efforts and behavior.

**Dublin City School District
Preschool Student Handbook**

Section II: Student Code of Conduct

School rules are in place to provide a safe and orderly learning environment where students' rights are respected as long as they respect others. Students are expected to follow directions, obey rules, and come prepared to learn each day. Parents have the right to be informed about their child's progress and are encouraged to maintain open communication with teachers and staff. Disciplinary actions include due process to ensure fairness, and students should seek support from counselors or administrators if challenges arise.

Disciplinary Procedures

Students who violate school rules may face consequences ranging from detention and/or loss of privileges to suspension, expulsion, or referral to outside agencies. Assisting others in breaking rules will also result in discipline based on the severity of the offense. Students suspended out of school may still earn credit for missed work, and all disciplinary actions will follow Board of Education due process procedures. School conduct rules apply to all students at school, during school activities, on school transportation, and at school-sponsored events. Students can also be disciplined for off-campus behavior that disrupts school operations, affects other students' learning, or targets school staff and/or their property.

Search and Seizure

Search of a student and his or her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

Safety Guidelines for Riding Dublin City Schools Buses

All rules listed below are taken from the bus regulations developed by the Ohio Department of Education and Workforce in cooperation with the National Highway Traffic Safety Administration. We believe these rules will help ensure a safe and orderly environment on each bus for all students.

Students riding Dublin City Schools buses shall:

- Always obey and cooperate with the bus driver promptly and respectfully.
- Observe the Dublin City Schools Student Code of Conduct on the bus.
- Turn in a completed medical emergency card to the bus driver within three (3) days after receiving it.
- Arrive at the bus stop 5 to 10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for late students before or after school.
- Not behave at the bus stop in a manner, which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
- Wait for the bus to come to a complete stop and the door to open before leaving the Designated Place of Safety to get on the bus or before getting up from a seat to get off the bus.
- Go directly to an available or assigned seat - do not stand. Students may not change seats without the driver's permission.
- Remain seated, keeping aisles and exits clear at all times.
- Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
- Talk quietly at all times. At railroad crossings there is to be no talking.
- Not use profane language.
- Not eat, drink, spit, or litter on the bus.
- Not throw or pass objects on, from or into the bus.

Dublin City School District Preschool Student Handbook

- Carry on the bus only objects that can be held in their laps.
- Not bring animals, dangerous materials, or objects onto the bus.
- Not damage the bus in any way. If you damage the bus, you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
- Ride their regularly assigned bus and leave or board the bus at locations, which they have been assigned unless each student has parental and administrative authorization to do otherwise.
- Not use electronic equipment, such as radios, cell phones, smart watches, tablets, or other PCDs, unless permitted to do so by the bus driver. In no case will the use of any electronic device be permitted that creates a distraction for the bus driver.

Dublin City Schools Bus Discipline Referral Procedure

As stated in Rule 20 of the Code of Conduct, “A student shall not violate bus regulations.” There is a Bus Discipline Referral Procedure in place, which includes a variety of interventions and documentation by the bus driver. Normally, interventions include driver-to-student and driver-to-parent contact; if there is no resolution, the Discipline Referral Report is handed over to the building principal.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. The following are the steps that will be followed in the case of repeated behavior infractions. Steps may be skipped depending on the severity of the incident.

Driver Interventions	Driver to student, Driver to parent
1st Bus Discipline Referral	Warning from Administration
2nd Bus Discipline Referral	Administrative Intervention
3rd Bus Discipline Referral	3-day bus suspension
4th Bus Discipline Referral	5-day bus suspension
5th Bus Discipline Referral	10-day bus suspension
5 or more Referrals	Repeat 10-day bus suspension, possible recommendation to Superintendent for permanent removal from the bus

Alternative Transportation Guidelines

A signed waiver is required if there are any adjustments in the normal pick-up or drop-off location of a student. A temporary change may be requested in writing and sent directly to the school at least two days in advance. A long-term adjustment requires a Transportation Form with a minimum 2-week notice. Requested changes are contingent upon availability of space on the bus.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions have been recorded on video, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

**Dublin City School District
Preschool Student Handbook**

Section III: Student Services

Student & Parent Rights

Student Rights and Responsibilities

All students have rights as bestowed to them by Ohio law, the Constitution of the United States, the Board of Education and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic right and violates the school rules and local ordinances established herein.

Equal Education Opportunity

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Civil Rights Coordinators or District Section 504/ADA Compliance Officer at: Dublin City Schools, 5175 Emerald Parkway, Dublin, OH 43017, phone **(614) 764-5913**. Julie Moses and Michael Blake, Coordinators of Human Resources, are the district's Civil Rights Coordinators. The following individual serves as the District Section 504/ADA Compliance Officer: Chris Ondrus (elementary and secondary schools; ondrus_chris@dublinschools.net).

Any complaint will be investigated and a response, in writing, will be given to the concerned person within 15 days. The Civil Rights Coordinator and District Section 504/ADA Compliance Officer can provide additional information concerning access to equal education opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Annual Notifications to Parents on the DCS Website

Dublin City Schools provides all annual notifications required by state and federal law—covering topics such as student privacy, technology use, non-discrimination, parental rights, and facilities management—on our website. These notices can be accessed on our website page, [Required Notices](#).

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at **(614) 760-6000**.

Student Services

Dublin City Schools offers many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, Title I math, reading support programs, services to support English language learners, home instruction, special education, and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, mental health services, and transportation. Support is also available through our school counselors, substance use disorder counselors, school nurses, student support specialists and alternative education opportunities.

Dublin City School District Preschool Student Handbook

Parents who are in need of effective language assistance with respect to school programs and activities are entitled to these services from Dublin City Schools free of charge. Parents who self-identify as Limited English Proficient in at least one area (speaking, reading, writing and/or understanding English) may contact Dublin City Schools at info@dublinschools.net for language support. Please be sure to include your full name and school(s).

For more information about these services, please visit the Department of Academics and Student Learning web pages, [Teaching and Learning](#) and [Student Services](#).

Multi-Tiered Systems of Support (MTSS)

In Dublin City Schools, our number one priority and responsibility is preparing all students for success through a personalized educational experience, which is supported through our Multi-Tiered Systems of Support (MTSS) framework.

MTSS is a comprehensive and prevention-based organizational framework that addresses the needs of the whole child by aligning academic, behavioral and student well-being supports into a fully integrated system.

The foundation of our MTSS framework includes 5 core components:

1. Extensive Assessment System
2. Data Based Decision Making
3. Team Driven Leadership
4. Tiered System of Support
5. Family, School and Community Partnerships

The two main tiered systems of support that are embedded within MTSS are Response to Intervention – RtI (academic domain) and Positive Behavioral Interventions and Supports – PBIS (behavior, student well-being domain). Within these systems of support, each and every student receives what they need, as soon as they need it, for as long as they need it.

Classroom teachers are the first responders for providing instruction, intervention and enrichment to all students through core instruction. District and School teams utilize assessments and data on a regular basis to assess the healthiness of the universal tier, identify students who may need additional learning opportunities, as well as monitor the effectiveness of interventions. When a student exhibits a need for the intensification of support, then a student-level team utilizes a problem-solving method to create an instructional plan aligned with the student's needs, strengths and area(s) of concern. The team closely monitors the student's response to ensure the intervention is working.

Family and community partnerships within the MTSS framework strengthen student learning, wellness and experiences in order to ensure each and every student is prepared for success during their school journey and after graduation.

Child Find

[Child Find](#) is the process of locating, evaluating, and identifying children with disabilities who may be in need of special education and related services and/or may be entitled to protection from discrimination based on his/her disability. Parents, relatives, public and private agency employees, childcare providers, physicians, and concerned citizens are encouraged to help the school district find any child, age birth – 21, who may have a disability and is in need of special education and related services. If you suspect a child may have a disability, help is available. Contact the Dublin City Schools Department of Student Services, phone (614) 764-5913, or visit the district's website page, [Child Find](#).

Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504/ADA

The Dublin City School District provides a variety of special education programs and related services to students identified with disabilities through an evaluation process as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Free assessment is available to families to determine whether or not a disability exists. If a disability listed in the IDEIA is identified, the child can begin receiving the appropriate special education and related services through an Individualized Education Program. Parents are encouraged to be an active participant in the process.

Dublin City School District Preschool Student Handbook

A preschool child, age 3 through 5, with a disability is a child who has one of the following disabilities, as defined in rule 3301-51-01 of the Administrative Code: autism, intellectual disability, deaf-blindness, deafness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual disability, or developmental delay.

A school age child, age 5 through 21, with a disability is a child identified with one or more of the following conditions: autism, intellectual disability, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) provide that no individual will be discriminated against on the basis of a disability. An individual with a disability means a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such an impairment; or has been regarded as having such an impairment. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. In addition to the District Section 504/ADA Compliance Officer, the Board has also assigned building principals to serve as Building Section 504/ADA Compliance Officers. They are responsible for arranging annual reviews and three-year eligibility meetings, and for investigating at the first step any student or parent complaints of an alleged violation, misapplication or misinterpretation of Section 504/ADA.

To inquire about the procedures or programs you may contact your building principal or the Department of Academics and Student Learning office at **(614) 764-5913**.

Complaints Relating to Section 504

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant records.

The person designated as the District Section 504 Compliance Officer/ADA Coordinator (District Compliance Officer) is listed below with their contact information.

Chris Ondrus, Executive Director of Student Services
Dublin City Schools
5175 Emerald Parkway
Dublin, Ohio 43017
Phone: (614) 764-5913
Fax: (614) 761-5856
Email: ondrus_chris@dublinschools.net

Building principals shall serve as Building Section 504/ADA Compliance Officers ("Building Compliance Officers").

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Dublin City School District Preschool Student Handbook

Gifted Education and Services

For further information on the district's gifted services, identification practices, and enrichment, please visit the [Gifted website page](#).

Student Health

Clinic

A student health clinic is located in the Preschool and all school buildings. The clinic is typically staffed by a full-time clinic aide who works in consultation with a multi-building school nurse. When the clinic aide, school nurse, or a substitute is not available in the clinic, the building office staff will assist with student care.

Clinic staff provides:

- Basic First Aid and Emergency Care
- Medication Administration
- Vision and Hearing Screenings (Routine screenings for PK and all new students, or upon request).
- Compliance Monitoring (Immunization and medication laws, communicable diseases).
- Medical Care as ordered by a healthcare provider.

Illness and Injury Procedures

The clinic is open during the school day to care for ill or injured students.

- Students will be escorted by a staff member to the clinic.
- Clinic staff will contact the parent/guardian if a student appears too ill or injured to remain in school.
- In the event of a life-threatening injury or illness, staff will summon the emergency squad and make every effort to notify the parent/guardian immediately.
- Students returning to school with mobility aids (crutches, wheelchairs) should check in with the clinic.

Medication Procedures

If a student requires medications at school, a parent/guardian is responsible for providing the school with the medication as well as the appropriate medication request form. District forms for all medication authorizations are available on the district's website ([Medical/Health Services Forms](#)) or in the health clinic. Parents/guardians of students who participate in District-sponsored, after school, extracurricular activities are also required to provide a separate glucagon kit, epinephrine auto injector, or other emergency medication to the coach or supervising staff member.

Medical Authorization & Health Concerns

Ohio law (ORC 3313.712) requires that a parent/guardian complete an Emergency Medical Authorization Form for each student at the start of the school year.

- **Purpose:** This form authorizes emergency treatment for students who become ill or injured at school when a parent/guardian cannot be reached.
- **Action Required:** Please complete/update your student's medical information and the Emergency Medical Authorization online using the [Infinite Campus](#) parent portal.
- **Updates:** Remember to update emergency contacts and health information (including new medical conditions) in [Infinite Campus](#) throughout the school year. Contact the school clinic for health information changes, including newly diagnosed medical conditions.
- **Consequence:** Students will be excluded from field trips if this requirement is not met.
- **Student Release:** If a student becomes ill or injured during school hours, they will only be released to individuals listed as an emergency contact.
- **Proactive Contact:** Parents/guardians are encouraged to contact the school nurse *before* the first day of attendance with any health concerns that could affect their child's learning, attendance, or safety at school.
- **Health Record:** It is recommended to list all health concerns and medications on the district's electronic health record ([Infinite Campus](#)), especially for conditions like life-threatening allergies, seizures, diabetes, asthma, or other major health concerns.

Dublin City School District Preschool Student Handbook

- **Health Care Plan:** The school nurse will work with parents/guardians to develop a health care plan for students requiring preventative or medical interventions at school when appropriate, which will be shared with relevant school staff.

Required Health Documents

As required by the Ohio Department of Education and Workforce, each child enrolled in our program is required to have a current Ohio Department of Job and Family Services Child Medical Statement for Child Care form and an immunization record on file in the health clinic. Parent's must remain in compliance with these requirements in order for their child to continue in the program.

Child Medical Statement for Child Care

A physician or qualified health professional must examine the child and sign the statement verifying the child is in suitable condition for enrollment. The [Child Medical Statement for Child Care](#) must be on file in the health clinic by the 1st day of school. The medical statement should be completed every calendar year and expires 13 months from the date of the examination. This form is also available in the school clinic.

PreK Immunization Recommendations

A record of student immunizations must be on file with the school by the 14th day after the student begins school. If the records are not on file by this date, the student will be excluded from school beginning with the 15th day after the student begins school. Please click the link to review the [PreK Immunization Recommendations](#).

*NOTE: The clinic staff will review all student immunization records for compliance with Ohio law. The number of required immunizations for each child may vary depending on the child's grade, child's age, route of vaccine administration, manufacturer's brand of vaccine, and the child's disease and health history. The school nurse or clinic aide will contact you if additional vaccines are required.

Please contact the building school nurse, your child's healthcare provider or the Ohio Department of Health Immunization Program at **(800) 282-0546** if you have questions or concerns about your immunizations.

Tuberculosis (TB) Requirements

All new students to the district who have spent more than 30 consecutive days in a TB endemic region within the past five years or who were born in a TB endemic region must also present evidence of a *negative* Tuberculin (TB) test before they can attend school. The TB test must have been completed within the past 12 months in the United States. Current enrolled students who spend 30 or more consecutive days in a TB endemic region will also be required to have a negative Tuberculin (TB) test before returning to school.

Bloodborne Pathogens

The Dublin City Schools Board of Education acknowledges the inherent risk of infection from blood or other potentially infectious materials, though the risk from casual contact in the school setting is considered extremely low. The district treats any such risk seriously and aims to provide a safe educational environment.

Exposure Control and Safety Measures

- **Risk Reduction:** The staff is trained to assume all body fluids are potentially infectious and follows standard precautions to minimize and prevent accidental infection.
- **Exposure Control Plan:** The district has an Exposure Control Plan in place for staff to eliminate or reduce the risk of exposure to bloodborne pathogens, which include Hepatitis B and C Viruses (HBV/HCV) and Human Immunodeficiency Virus (HIV).

Student Exposure Procedures

If a student has contact with blood or other potentially infectious material:

1. The student must immediately notify the nurse/clinic aide.
2. Staff will assist the child in cleansing the exposed area.
3. The parent/guardian will be contacted regarding the exposure and encouraged to consult with the student's medical provider about necessary post-exposure testing or treatment.

Dublin City School District Preschool Student Handbook

Staff Exposure and Confidentiality

- If a staff member is exposed to a student's blood, the parent/guardian will be requested to have their child's blood tested for HIV and HBV, as required by Federal law.
- **Confidentiality:** Any testing conducted is **subject to laws protecting confidentiality**.

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too. For additional information, go to the [Ohio Department of Medicaid's website for Healthchek](#).

**Dublin City School District
Preschool Student Handbook**

Section IV: District Board Policies

Board Policies

The Dublin City Schools District is governed by policies established by the Board of Education. While the most frequently referenced policies are hyperlinked below for your convenience, the complete and official **Board Policy Manual** and **Administrative Guideline Manual** can be accessed in its entirety via [BoardDocs](#).

Board Policy	Policy Number
Attendance	Policy 5200
Bullying and Other Forms of Aggressive Behavior	Policy 5517.01
Control of Casual-Contact Communicable Diseases	Policy 8450
District-Sponsored Clubs and Activities	Administrative Guideline 2430
Drug Prevention	Policy 5530
Interscholastic Athletics	Policy 2431
Multicultural/Inclusionary Education	Policy 2211
Personal Communication Devices & Electronic Equipment	Policy 5136 & Policy 5136.01
Promotion, Placement, and Retentions	Policy 5410
Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology	Policy 2265
Public Complaints	Policy 9130
Removal, Suspension, Expulsion, and Permanent Exclusion of Students & Permanent Exclusion of Nondisabled Students	Policy 5610 & 5610.01
Section 504/ADA Parents' Procedural Rights, Including Due Process Hearing	Administrative Guideline 2260.01B
Student Academic Eligibility in Athletics and Extracurricular Activities	Administrative Guideline 2431C
Student Privacy and Parental Access to Information	Policy 2416
Student Records (including Privacy Notification (FERPA))	Policy 8330
Student Technology Acceptable Use and Safety	Policy 7540.03
Tobacco Use Prevention	Policy 7434
Use of Medications (including Prescription Medication)	Policy 5330
Video Surveillance and Electronic Monitoring	Policy 7440.01
Weapons	Policy 5772